

OFFICE OF FINANCE
Analysis Branch

System Accountant (2)

GS510-9

Duties

1. Serves under the general supervision of the Chief, Analysis Branch and is also the junior professional member of the staff under the guidance of the other professionals in the staff. Incumbent works on the whole spectrum of system work that includes detailed systems analysis work such as: systems requirements, data gathering, systems diagnosis, design, controls, conversion, testing and training. For systems under development this includes working with MAP as a team member representing management and users until systems implementation. Incumbent is expected to possess the following characteristics:

- a. Should be familiar with the philosophies and objectives of the Office of Finance. Representation is that of a user of systems.
- b. Possess a knowledge of accounting and operating methods.
- c. Education or experience should include some knowledge of information science. Incumbent is expected to continue his education throughout his assignments.

2. Incumbent should be an imaginative, creative, objective thinker. He is expected to contribute ideas toward improving current procedures and ideas for future improvements.

3. Incumbent will participate as the junior analyst in reviewing on-going activities. Study existing accounts, reports or procedural instructions. Will work very closely with operating components so that they may grasp the pulse of any problems with the systems developed. They will aid in the training aspects of systems implementation.